

**RFQ-RT-04-00306**

**ANNOUNCEMENT FOR STUDENT SERVICES CONTRACT  
FOR STUDENT OR RECENT GRADUATE  
U.S. Environmental Protection Agency  
Office of Research and Development  
National Health and Environmental Effects Research Laboratory**

The Epidemiology and Biomarkers Branch (EBB), Human Studies Division (HSD) of the National Health and Environmental Effects Research Laboratory (NHEERL), Office Research and Development (ORD) at the U.S. Environmental Protection Agency (EPA) is seeking an individual to provide services under a contractual agreement in support of biomarker and epidemiological studies of environmental effects on human health outcomes.

The successful student contractor should have completed two years of graduate-level training in epidemiology at an accredited university or college, with emphasis on studies in epidemiology or psychology, and be currently enrolled in a doctoral degree program. The student contractor needs to have completed at least 20 hours of course work in epidemiology. Work experience in questionnaire development and/or administration (preferably with studies of children) is preferred. Student contractors with compatible skill sets, qualifications, and experience are encouraged to apply.

EBB conducts clinical and epidemiological research to improve the understanding of human health risks associated with environmental pollution. The student/recent graduate contractor will assist in 1) assembling and reviewing previous questionnaires on behavioral development in children; 2) consulting with EPA scientists on the selection of questions; 3) selecting questions for inclusion in a new questionnaire; and 4) documenting the rationale for the selection of these questions.

The student/recent graduate contractor should possess strong organizational and writing skills. Computer expertise in spreadsheet usage, document preparation, and database management is desirable in order to provide these services.

This work is expected to begin approximately July 15, 2004, and end approximately June 14, 2005. The majority of the work will be completed from the start date through August 31, 2004, with an estimate of 40 hours of work per week during this period. The option to exercise an additional 600 hours by EPA for the period September 1, 2004 to June 14, 2005 is a possibility, with an estimate of 20 hours of work per week for that period. The option of an additional year of performance is also a possibility. The principal duty station location is the EPA Human Studies Facility, 104 Mason Farm Road, Chapel Hill, North Carolina. Work will be performed primarily in an office setting.

The hourly rate of pay is commensurate with the level of education and experience required: \$25.23/hour for a pre-doctoral student pursuing a Ph.D. The student/recent graduate contractor

will be paid the basic hourly rate only for the number of hours worked and will not receive overtime pay for any hours worked beyond the 40-hour work week. Student/recent graduate contractors do not accrue leave or holiday benefits and are not paid for any non-work days, regardless of the reason. The student/recent graduate contractor is considered an independent contractor; therefore, Federal, State, Local, Social Security, and Medicare taxes will not be withheld. The student/recent graduate contractor is responsible for reporting income to authorities and paying all taxes.

Offerors must be students in good standing who are currently enrolled in a degree program at a recognized educational institution; recent graduates are eligible as long as graduation occurred no more than two years ago. Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the Bureau of Citizenship and Immigration Service (BCIS), formerly known as the Immigration and Naturalization Service.

The student/recent graduate contractor is responsible for all costs of transportation to and from the principal duty station. EPA does not provide housing, meals, or other living expenses while working at the principal duty station.

Student/recent graduate contractors who perform under contract for EPA are required to undergo an FBI background investigation (name and fingerprint) and a suitability determination by EPA.

Interested students or recent graduates must submit a one- or two-page resume or statement of qualifications including:

- Full legal name
- Mailing address
- Email address (if any)
- Telephone number
- Social Security Number
- Date of Birth
- Place of Birth
- Citizenship, or immigration/visa status (documentary evidence from BCIS)
- Education, including description of relevant classes to the Statement of Work
- Work or volunteer experience related to the position
- Scientific publications with a description of the individual's participation

A certified copy of the most recent transcript showing a list of courses taken and the overall grade point average (GPA) must be attached.

Interested students or recent graduates should submit their resume or statement of qualifications and transcript to Jennifer Hill, Contracting Officer via email at [hill.jennifer@epa.gov](mailto:hill.jennifer@epa.gov) or by fax to (919) 541-4273.

All interested parties are required to visit the EPA procurement home page at

[http://www.epa.gov/oam/rtp\\_cmd](http://www.epa.gov/oam/rtp_cmd) to learn the full details of the proposed contract. Under the section “Student Services, RFQ-RT-04-00306” read all of the attached documents. This website should be visited periodically to check the status and to see if any changes to the procurement have been made. If you have any questions on the information contained on this website, contact Jennifer Hill at [hill.jennifer@epa.gov](mailto:hill.jennifer@epa.gov).

Questions regarding the technical aspects of the contracted duties and responsibilities should be directed to Dr. Lucas Neas, [neas.lucas@epa.gov](mailto:neas.lucas@epa.gov), the EPA mentor for this position.

The Government will make contract award based on the student's work experience, knowledge and skills, training and course work as it relates to the services as described in this Announcement. Please check the evaluation factors document on the website mentioned above. Responses to this Announcement will be accepted through June 18, 2004, 5:00 p.m., EDT.